



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
6501 E. ELEVEN MILE ROAD
WARREN MI 48397-5000

IMNE-MIG-LGO

MAR 26 2009

MEMORANDUM FOR U.S. Army Garrison-Detroit Assigned and Attached Personnel

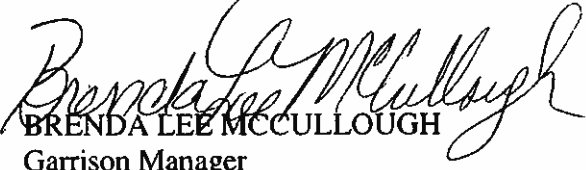
SUBJECT: Policy Memorandum #20, Purchasing Hazardous Materials

1. REFERENCE. Acquisition Center – TACOM Credit Card Handbook, 16 May 2007
2. PURPOSE. The purpose of this memorandum is to establish procedures for the purchase and tracking of hazardous materials.
3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of USAG-DTA.
4. POLICY.
 - a. One of the major goals for the Garrison is to ensure a safe and healthy work environment for our workforce. One way to achieve that goal is to track the purchase and use of hazardous materials at the Detroit Arsenal.
 - b. To be successful with our initiative, we have restricted the purchase of hazardous materials and confined the procurement process through the Hazardous Material Management Center (HMMC). Hazardous materials shall not be purchased using the individual Government Purchase Card except when emergencies arise.
 - c. Supervisors, Billing Officials, and Cardholder's are responsible to ensure that no purchases of hazardous materials are made with the Government Purchase Card except in emergency situations. To assure compliance, random checks of Cardholder purchases will be performed by the Internal Review and Audit Compliance team (IRAC).
5. PROCEDURES.
 - a. If an emergency occurs that requires the purchase of hazardous materials with the Government Purchase Card, purchase receipts shall be submitted to the HMMC on the first work day after the purchase is made. The HMMC will record the transaction and bar code the container for tracking purposes. Failure to provide these receipts will result in revocation of the individual's Government Purchase Card and the supervisor will be notified of the infraction.
 - b. For assistance identifying hazardous materials under this initiative, please contact Point of Contact (POC) listed below.

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6. PROPONENT. The Directorate of Logistics, Operations Division, is the proponent office for this USAG-DTA policy. POC is the HMMC at commercial (586) 574-6796 or DSN 786-6796.


BRENDA LEE MCCULLOUGH
Garrison Manager



DEPARTMENT OF THE ARMY
US ARMY RESEARCH, DEVELOPMENT AND ENGINEERING COMMAND
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6501 E. 11 MILE ROAD
WARREN, MI 48397-5000

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24 March 2009

MEMORANDUM THRU DTA Garrison Manager, Ms. Brenda McCullough, 6501 E. Eleven Mile Road, Warren, MI 48397-5000

FOR Government Purchase Card A/OPCs, TACOM Contracting Center, Ms. Kathy McNamara and Ms Terri McGregor, (AMSTA-AQ-HMPB), 6501 E. Eleven Mile Road, Warren, MI 48397-5000

SUBJECT: Waiver to Purchase Hazardous Material on the Government Purchase Card (GPC)

1. The TARDEC Development Business Group's Water Treatment and Handling Team at Building 350 and the Bridging Team at Building 1424, both located at Selfridge Air National Guard Base (SANGB), have a periodic requirement to purchase hazardous material to perform their RDT&E mission.
2. As of 1 Oct 08, the TARDEC was advised by Ms. Brenda McCullough, TACOM Garrison Manager, that the HAZMART, operated by the US Army Garrison would no longer support the HAZMART requirements of the laboratories located at SANGB due to BRAC restrictions. As a tenant organization at SANGB, TARDEC's HAZMART requirements (i.e. Acquisition and Disposal) to accomplish its mission are no longer supported.
3. Request a waiver to purchase hazardous material on the GPC be granted to the following TARDEC associates:

<u>Card Holder</u>	<u>Approving Official</u>
Mr. Kevin Oehus	Mr. Bob Shalewitz
Ms. Karen Sloney	Mr. Bob Shalewitz
Ms. Carolyn Savage	Dr. James Dusenbury
Ms. Tonya Jenkins*	Ms. Suzanne Culkin*
- * Ms. Jenkins is in the process of becoming a card holder and Ms. Culkin is in the process of becoming an approving official. Request this waiver cover them as soon as they are able to use the GPC.
4. Each product procured by the designated GPC holder will be shipped to the Air Force 127th HAZMART facility, where the 127th will manage and deliver it to the appropriate building. These hazardous materials will never be delivered to or used at the Detroit Arsenal.

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5. Standard operating procedures for each building will be updated to ensure management control and will be implemented into the TARDEC EMS as a work directive.

6. POCs for this matter are Mr. Frederick Balling (586) 574-4100 and Mr. Josef Krawciw (586) 574-8944.



THOMAS M. MATHES
Executive Director of Product Development